

COMPENSATION BOARD DOCKET #03/09

MARCH 19, 2003

304-03-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
SALEM CITY	SHERIFF	02/14/2003 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$11,182.00 ANNUAL) TO PART-TIME. \$3,727.32 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
GREENE COUNTY	SHERIFF	2-20-03 OFFICER REQUESTS BASE BUDGET TRANSFER OF \$5392 FROM TURNOVER TO TEMPORARY. ANNUAL TURNOVER = 5392, PRORATE FOR FY03 = \$3950.14	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
MARTINSVILLE CITY	SHERIFF	03/04/03 – OFFICER REQUESTS BASE BUDGET TRANSFER OF TURNOVER (\$24,285.00 ANNUAL) TO PART-TIME. \$8,095.00 IS THE PRORATED AMOUNT THAT WILL BE TRANSFERRED THIS YEAR.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PETERSBURG CITY	SHERIFF	03/07/03 – OFFICER REQUESTS 7 ADDITIONAL CS7 POSITIONS TO MEET THE NEEDS OF THE COURT AND TO COMPLY WITH ATTACHED COURT ORDER. DUE 2.67 CS POSITIONS.	\$40,825.68 APRIL THRU JUNE 2003 \$163,303.00 COST JULY THRU JUNE 2004	Deferred action pending discussion with Sheriff.

320-03-09: COMMONWEALTH'S ATTORNEYS

OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>																				
PRINCE EDWARD COUNTY	COMMONWEALTH'S ATTORNEY	<p>FY03 6-4-2002 Officer requests exception to Spending Reduction Policy. Due to State Police converting VCIN Network to a Virtual Private Network, Internet cost will rise from current \$19.95 to \$90 monthly. Officer requests additional Office Expense Funds @ \$840 for this expense. Also due to this conversion, Officer requests Equipment funds to purchase the following:</p> <table><tr><th><u>Qty.</u></th><th><u>Description</u></th><th><u>Unit Cost</u></th><th><u>Stressed Cost</u></th></tr><tr><td>1</td><td>Nortel 600 Contivity Box</td><td>1,200</td><td>957</td></tr><tr><td>1</td><td>Installation</td><td>150</td><td>120</td></tr><tr><td colspan="2"><i>Total Cost</i></td><td>1,350</td><td></td></tr><tr><td colspan="2"><i>Total Stressed</i></td><td></td><td>1,076</td></tr></table> <p>JUNE 25, 2002, COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE AND DEPARTMENT OF CRIMINAL JUSTICE SERVICES.</p> <p>JULY 23, 2002, COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THE SEPTEMBER 24, 2002 MEETING.</p> <p>AUGUST 27, 2002, COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE.</p> <p>SEPTEMBER 24, 2002, COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING VIRGINIA STATE POLICE CONTACT WITH THE COMMONWEALTH'S ATTORNEY.</p> <p>OCTOBER 24, 2002, COMPENSATION BOARD DEFERRED ACTION UNTIL THEIR MARCH 2003 MEETING.</p>	<u>Qty.</u>	<u>Description</u>	<u>Unit Cost</u>	<u>Stressed Cost</u>	1	Nortel 600 Contivity Box	1,200	957	1	Installation	150	120	<i>Total Cost</i>		1,350		<i>Total Stressed</i>			1,076	\$840 \$1,076 Stressed Cost	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
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320-03-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RUSSELL COUNTY	COMMONWEALTH'S ATTORNEY	2-19-2003 Officer, upon the advise of the State Police, requests to purchase a Nortel Contivity Box to comply with the Virtual Private Network for VCIN. Officer requests equipment Funds @ \$1,200 Total Cost. Stressed Cost @ \$945.48.	\$945.48 Stressed Cost	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
WISE COUNTY	COMMONWEALTH'S ATTORNEY	3-4-2003 Officer requests to transfer Turnover Funds @ \$1,906.00 to BASE Temporary Funds.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

732-03-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.

734-03-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE.				

321-03-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
RICHMOND COUNTY	CIRCUIT COURT CLERK	3-11-2003 Officer requests to transfer Turnover Funds @ \$4,659 to BASE Temporary Funds. Prorated @ \$1,164.75 for FY03.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #03/08	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Training Status Report.	N/A	Noted.
5.	BUDGET REDUCTION PLAN	COMPENSATION BOARD	Staff presents the budget reduction plan, as previously discussed with Compensation Board Members.	N/A	Confirmation.
6.	FY04 BUDGET ACTIONS	CIRCUIT CLERKS COURT	Staff presents recommendations of the Virginia Court Clerks' Association with regard to the potential transfer of \$1.48 million of TTF collections to offset budget reductions.	N/A	Noted.
7.	ANNUAL BUDGET LETTER	COMPENSATION BOARD	Staff presents draft annual budget letter.	N/A	Approved. Wording to be added notifying that this will be the last year the Compensation Board will issue paper budgets.
8.	INITIAL BUDGET ALLOCATIONS AND POLICIES	COMPENSATION BOARD	Staff presents initial budget allocations and policies.	N/A	Approved.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9.	FY04 OPERATING MANUAL	COMPENSATION BOARD	Staff presents draft FY04 Operating Manual.	N/A	Approved.
10.	ANNUAL LEAVE	CONSTITUTIONAL OFFICERS	Staff presents Office of the Attorney General opinion and email conversation between Bruce W. Haynes and Curtis Fruit, Clerk of Virginia Beach, regarding annual leave payoff.	N/A	Noted.

FOR YOUR INFORMATION

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	VIRGINIA BEACH	CIRCUIT COURT CLERK	2-18-2003 Officer sends "words of highest praise" for Charlene Rollins. Based solely upon her assistance, he was able to achieve furloughs for employees rather than layoffs.	N/A	Noted.
2.	LIDS	DIVISION OF FORENSIC SCIENCE	<p>Congratulations to Anne Wilmoth, Craig Giegerich, and Sue Kelly-Graham on job well done reference following email from Linda Johnston, Division of Forensic Science:</p> <p>"duplicate samples have dropped from 23% most months last year to 10% in January and 7.2% in February. This was possible by having the LIDS web site and requiring everybody to use the site. This has helped us tremendously to save time and money."</p>	N/A	Noted.

**CLOSED MEETING
COMPENSATION BOARD DOCKET #03/09
MARCH 19, 2003**

NO CLOSED MEETING.

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (_____ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning

2) **Chairman Frank Drew: I move to return to open session. (_____ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

AND

only public business matters identified in the motion to convene the closed meeting.

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.

**H A N D C A R R Y
COMPENSATION BOARD DOCKET #03/09
MARCH 19, 2003**

304-03-09: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

LOCALITY

OFFICER

REQUEST

TOTAL COST

COMPENSATION BOARD ACTION

NONE.

320-03-09: COMMONWEALTH'S ATTORNEYS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CLARKE COUNTY	COMMONWEALTHS ATTORNEY	<p>3-11-2003 Officer requests an exception to the FY04 Reduction.</p> <p>Officer states this office is one of the smallest in the state with only 1 part time assistant attorney and 1 administrative assistant. Any reduction to this office would not allow for any employee to be sick.</p> <p>Officer's FY04 Total Base Funds @ \$164,228, the across-the-board Reduction amount is \$12,523 leaving FY04 Budget Estimate State Funds @ \$151,705.</p>	-0-	Due to the magnitude of budget reductions approved by the General Assembly, the Compensation Board cannot exempt any office from the initial reductions. However, should an emergency situation occur, the Compensation Board will reconsider the need for additional funding to meet a specific situation.
ORANGE COUNTY	COMMONWEALTHS ATTORNEY	<p>3-18-2003 Officer requests, due to the appointment of the Commonwealth's Attorney to the Bench, the acting Officer requests additional Temporary Funds @ \$13,626 for FY03 and \$22,710 for FY04.</p> <p>This is based on step 1 salary @ \$54,503.</p> <p>This office has only 1 assistant attorney position, which now remains vacant until the special election to be held the end of November 2003.</p> <p>Note: Chief Deputy position, budgeted at \$54,503, will remain vacant during this period, generating vacancy funds equivalent to this request.</p>	<p>FY03 @ \$13,626</p> <p>FY04 @ \$22,710</p>	<p>Approved as requested at no additional cost to the Compensation Board.</p> <p>Deferred to April 23, 2003 meeting.</p>

732-03-09: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.

734-03-09: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
NONE.				

321-03-09: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>		<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
CLARKE COUNTY	CIRCUIT CLERK	COURT	3-14-2003 Officer requests to transfer Turnover Funds @ \$2,129 to BASE Temporary Funds. Prorated @ \$709.67 for FY03.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
WINCHESTER CITY	CIRCUIT CLERK	COURT	3-18-2003 Officer requests to transfer Turnover Funds @ \$6,632 to BASE Temporary Funds. Prorated @ \$2,210.67 for FY03.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

OTHER MATTERS

NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	AMENDMENT OF BUDGET REDUCTION PLANS	COMPENSATION BOARD	Discussion regarding amendment of budget reduction plans.	N/A	Approved. Board gave Compensation Board staff the authority to amend budget reduction plans without coming back to the Board.
2.	TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT CLERKS	COURT		
			<u>COLLECTIONS:</u> FY03 YTD collections total \$4,883,779.73. FY03 collections for a similar period of time totaled \$4,179,399.41. This represents a 16.9% increase in collections over last fiscal year.	N/A	Noted.
			<u>EXPENDITURES:</u> Current YTD expenditures as of March 14, 2003, total \$2,361,694.27. This represents 50.93% of budgeted TTF funds.		
			<u>PROJECTIONS:</u> Based on YTD projections, \$7,325,669 will be collected in FY03. This would represent an 11.2% increase over last fiscal year.		

FOR YOUR INFORMATION

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NONE.